

Date
29 SEPT 1986

907 1654X-86

ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)

1. DIRECTOR OF LOGISTICS

2.

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Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	✓ For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

1A
60-2

STAT

cc: D/OTE Done

9/30/86

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

EXA/DBA

Room No.—Bldg.

Phone No.

5041-102

U.S.G.P.O. 1963-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

STAT



Administrator
General Services Administration
Washington, DC 20405

26-1627Y

September 25, 1986

Dear Mr. Donnelly:

The General Services Administration (GSA) is planning the third annual conference involving headquarters level representatives of the departments and agencies for which it provides common administrative support. This year's conference, "Partnership '86: Managing Change," is scheduled for October 30-31 at the Sheraton Conference Center in Reston, Virginia.

As a cost-saving consideration, the meeting has been designed as a "commuter" conference. In order to assist agency representatives who may require overnight accommodations, the Sheraton has agreed to accept reservations at the Government rate of \$69 nightly through October 15. Attendees should make reservations directly with the hotel on (703) 620-9000.

Previous conferences have proven invaluable to GSA and its customers in improving communications and better understanding the issues in fulfilling our Federal mission. This year's conference will address new GSA initiatives in the quality of the workplace, procurement of furniture systems, voice and data communications, and travel and transportation.

Rear Admiral Grace M. Hopper, U.S. Navy (Ret.), a recognized pioneer in data communications, and Mr. Harold Pareti, President of Presidential Airlines, are this year's speakers. They both have outstanding reputations and are highly experienced in managing change.

Space limitations necessitate limiting participation. Based on your organization's size, structure, and previous participation, GSA has assigned your department or agency one position(s) for the conference.

A proposed schedule and agenda for the concurrent workshops are enclosed. Attendees should choose four workshops and indicate their selections on the enclosed "Reservation for Workshops."

The registration fee of \$100 covers meals, materials, and all associated training expenses. The fee does not cover travel or lodging.

- 2 -

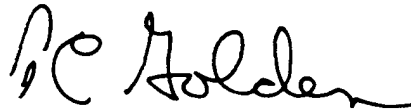
To register, please complete a Standard Form 182 for each attendee and return it along with the "Reservation for Workshops" no later than October 15 to:

Office of Operations (AR)
External Affairs, Room 6010
General Services Administration
Washington, DC 20405

Confirmation of conference reservations and additional details will be sent to each participant prior to the conference. If you have any questions, please call Harold Ronen on 523-1200.

The cooperation of your agency is appreciated. I look forward to seeing you in Reston.

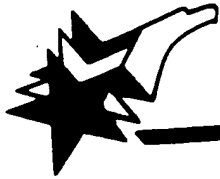
Sincerely,

A handwritten signature in dark ink, appearing to read 'TC Golden', with a stylized, cursive script.

Terence C. Golden

Mr. William F. Donnelly
Deputy Director
for Administration
Central Intelligence Agency
Washington, DC 20505

Enclosures



PARTNERSHIP'86: MANAGING CHANGE

PROPOSED CONFERENCE SCHEDULE

Thursday, October 30

8:00 - 8:45 a.m.	Registration	
8:45 a.m.	Introduction of GSA Administrator	A. C. Arterbery, Associate Administrator, Office of Operations, GSA
8:45 - 9:00 a.m.	Welcome	Terence C. Golden, Administrator of General Services
9:00 - 10:00 a.m.	Keynote Speech	Rear Admiral Grace M. Hopper, (U.S. Navy Retired) Consultant Advisor, Digital Equipment Corporation
10:00 - 10:15 a.m.	Administrative Announcements	
10:15 - 10:45 a.m.	Break	
10:45 - 12:00 noon	Concurrent Workshops	Workshops co-chaired by GSA and Customer Agency Officials
12:00 - 1:30 p.m.	Lunch	Harold Pareti, President, Presidential Airlines
1:30 - 2:45 p.m.	Concurrent Workshops	Workshops co-chaired by GSA and Customer Agency Officials
2:45 - 3:00 p.m.	Break	
3:00 - 4:15 p.m.	Concurrent Workshops	Workshops co-chaired by GSA and Customer Agency Officials
4:15 - 4:30 p.m.	Break	
4:30 - 5:30 p.m.	Field Restructuring Panel	Dr. Ralph Bledsoe, Special Assistant to the President and Executive Secretary of the Domestic Policy Council (Moderator) George P. Cordes, Regional Administrator, Philadelphia Regional Office, GSA Customer Agency Representatives
5:30 - 6:30 p.m.	Reception	
6:30 - 8:00 p.m.	Dinner	

Over

U.S. General Services Administration

CONCURRENT WORKSHOPS

October 30-31, 1986

U.S. GENERAL SERVICES ADMINISTRATION

Public Buildings Service					SPECIAL SESSIONS	
Quality of Workplace Environment	Healthy and Safe Work Environment	Real Property Management	Delegations of Authority: Managing your own Environment	Customer Agency Concerns		
<ul style="list-style-type: none"> • Advance funding for alterations • Funding of furniture systems • Space reduction targets • Space reduction incentives • Consolidation and locational policy • Parking/storage space • Revision in FPMR (D-71) 	<ul style="list-style-type: none"> • Day care/physical fitness centers • Security/terrorism • Smoking policies • Asbestos/PCB's • Building temperatures 	<ul style="list-style-type: none"> • Managing real property information (STRIDE, A-11) • Refining agency role and responsibility • Role of real property executive • Professional development • Quality of service • New rent system 	<ul style="list-style-type: none"> • Buildings management • Repair and alteration funding • Lease management • Oversight • Operational support 	<ul style="list-style-type: none"> • Informal discussion with Terence C. Golden, Administrator, General Services Administration 		
Federal Supply Service					SPECIAL SESSIONS	
Travel and Transportation Management	Central Procurement Support	Personal Property Support	Customer Agency Concerns	Regional Perspective		
<ul style="list-style-type: none"> • Entitlements • Travel programs • Regulations • Central fleet management • Freight traffic management 	<ul style="list-style-type: none"> • Commodity management initiatives • Methods of supply • Automated accessing and ordering • Delegations-decentralizations • Alternative funding methods • Quality of service • "Just-in-time" procurement 	<ul style="list-style-type: none"> • Wholesale and retail supply streamlining • Facility inter-servicing • Automated property management system • Utilization and surplus sales • Quality of service 	<ul style="list-style-type: none"> • Informal discussion with Paul K. Trause, Deputy Administrator, General Services Administration 	<ul style="list-style-type: none"> • Regional structure • Service delivery process and capabilities • Consistencies/inconsistencies implementing GSA policy • Regional conference results • Field/headquarters relations 		
Public Buildings Service					SPECIAL SESSIONS	
Quality of Workplace Environment	Healthy and Safe Work Environment	Real Property Management	Delegations of Authority: Managing your own Environment	Customer Agency Concerns		
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Information Resources Management Service					SPECIAL SESSIONS	
Information Resources Management	Federal Telecommunications System	National Capital Concerns	Cooperative Administrative Support Unit (CASU)	Regional Perspective		
<ul style="list-style-type: none"> • "Go for 12" • Equipment obsolescence • 40 years of neglect • End user computing • Transition to electronic recordkeeping • Mail management 	<ul style="list-style-type: none"> • FTS intercity service • FTS 2000 • Aggregated switch procurement (ASP) • Washington interagency telecommunications (WITS) • Purchase of telephones and services (POTS) • Detailed reporting 	<ul style="list-style-type: none"> • Informal discussion with Richard M. Hadsell, new Regional Administrator for National Capital Region 	<ul style="list-style-type: none"> • "Cross-sharing" • PCMI role • Prototype sites • Best practices, experience with organization and funding 	<ul style="list-style-type: none"> • Regional structure • Service delivery process and capabilities • Consistencies/inconsistencies implementing GSA policy • Regional conference results • Field/headquarters relations 		

Instructions:

1. Select (by marking "X" in the appropriate box) one workshop for each of the four tracks.
 (See Workshop Schedule for descriptions.)
2. Please return with the Standard Form 182 by October 15, 1986.

THURSDAY	Track 1 10:45 - 12:00	Public Buildings Service				SPECIAL SESSIONS
		Quality of Workplace Environment	Healthy and Safe Work Environment	Real Property Management	Delegations of Authority: Managing your own Environment	Customer Agency Concerns
THURSDAY	Track 2 1:30 - 2:45	Federal Supply Service			SPECIAL SESSIONS	
		Travel and Transportation Management	Central Procurement Support	Personal Property Support	Customer Agency Concerns	Regional Perspective
THURSDAY	Track 3 3:00 - 4:15	Public Buildings Service				SPECIAL SESSIONS
		Quality of Workplace Environment	Healthy and Safe Work Environment	Real Property Management	Delegations of Authority: Managing your own Environment	Customer Agency Concerns
FRIDAY	Track 4 10:30 - 11:45	Information Resources Management Service		SPECIAL SESSIONS		
		Information Resources Management	Federal Telecommunications System	National Capital Concerns	Cooperative Administrative Support Unit (CASU)	Regional Perspective

Name of Attendee

Department or Agency

Date

EXAMPLE (use to complete SF 102)

REQUEST, AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING				A. Agency, code agency subelement and submitting office number (example—XX-XX-XXXX)		91		B. OFFICE USE ONLY	
								C. Request status (Mark (X) one)	
								92	
								Initial or Resubmission	
								Correction or Cancellation	
Section A—TRAINEE INFORMATION									
1. Applicant's name (Last, First, Middle Initial) Indicate preferred title (example—Miss, Mrs., Mr., Ms., etc.)				Enter first 5 letters of last name		93		2. Social Security Number	
								94	
								3. Date of birth (Year and month)	
								95	
								(example—born January 14, 1943 shown as 43 01)	
4. Home address (Number, street, city, State, ZIP code)				5. Home telephone		6. Position level (Mark (X) one only)			
				Area code Number		a. Non-supervisory		c. Manager	
						b. Supervisory		d. Executive	
7. Organization mailing address (Branch, Division, Office, Bureau, Agency)				8. Office telephone		9. Continuous civilian service		10. Number of prior non-government training days.	
				Area Code Number Ext.		Years Months			
11. Position title/function				12. Pay plan/series/grade/step		13. Type of appointment		14. Education level	
Section B—TRAINING COURSE DATA									
15a. Name and mailing address of training vendor (No., street, city, State, ZIP code)					b. Location of training site (If same, mark box) <input type="checkbox"/>				
GSA Training Center P.O. Box 15608					Sheraton Conference Center Reston, VA 22091				
16. Course title and training objectives (Benefits to be derived by the Government)									
PARTNERSHIP '86: MANAGING CHANGE									
17. Catalog/Course No.		18. Training period (6 digits)		96		19. No. of course hours (4 digits)		97	
N/A		Year Month Day		a. During duty		0016			
		e. Start		86 10 30		b. Non-duty			
		b. Complete		86 10 31		c. TOTAL		0016	
						d. Purpose		Code	
						e. Source		Code	
						b. Type		Code	
						d. Special interest		Code	
AGENCY USE ONLY									
Section C—ESTIMATED COSTS AND BILLING INFORMATION									
Section D—APPROVALS									
21. Direct costs and appropriation/fund chargeable				26a. Immediate supervisor—Name and title				Area code/Tel. No./Ext.	
Item		Amount		Appropriation/fund		b. Signature		Date	
		Dollars	Cents						
a. Tuition		\$	100 00						
b. Books or materials									
c. Other (Specify)									
d. Enter 4 digits in dollar column		12							
TOTAL		\$	100 00						
22. Indirect costs and appropriation/fund chargeable				26b. Second-line supervisor—Name and title				Area code/Tel. No./Ext.	
Item		Amount		Appropriation/fund		b. Signature		Date	
		Dollars	Cents						
a. Travel		\$							
b. Per diem									
c. Other (Specify)									
d. Enter 4 digits in dollar column		13							
TOTAL		\$							
23. Document/Purchase Order/Requisition No.				28a. Training officer—Name and title				Area code/Tel. No./Ext.	
				b. Signature				Date	
24. 8-Digit Station Symbol (example—12-34-5678)									
25. BILLING INSTRUCTIONS (Furnish invoice to):				29a. Authorizing official—Name and title				Area code/Tel. No./Ext.	
				b. Signature				Date	
				Approved				Disapproved	
				30a. Certifying official—Name and title				Area code/Tel. No./Ext.	
				b. Signature				Date	
Section E—APPROVAL/CONCURRENCE									
Section F—CERTIFICATION OF TRAINING COMPLETION									
TRAINING FACILITY ▶ Bills should be sent to office indicated in item 25. ● Please refer to number given in item 23 to assure prompt payment.									